

Draft DRML Board of Trustees
MINUTES
July 17, 2024

Attending

Linda Almy, Underhill; Irene Bihun, Jericho; Pegs Gibson, Underhill; Eric Gildermeister, Underhill; Holly Hall, Library Director; Abbey Heimlich, Youth Librarian; Wayne Howe, Jericho; Nancy Karlson, Jericho; Sven Lindholm, Jericho; Sharon Lockwood, Jericho; Barbara Yerrick, Underhill (remote)

Call to Order - The meeting was called to order at 7:03 PM

Agenda Adjustments - None

Comments from the Public - None

Policy Review – None

Old Business - None

New Business - None

Treasurer's Report – Sharon has contacted the CPA and reports that he will work with us to coordinate an audit

Secretary's Report -

Minutes from June Board of Trustees Meeting – Sharon moved to accept the minutes as amended; seconded by Wayne. Motion passed unanimously.

Minutes from July 7 and 14 Special Meetings – Sharon moved to accept the minutes from July 7th as amended and the minutes from July 14th as written, seconded by Nancy. Motion passed unanimously.

Minutes from Building Committee meeting - Sharon moved to accept the minutes, seconded by Wayne. Motion passed unanimously.

Director's Report – Holly reported that the incoming program assistant determined that the hours were not a good fit for her and Holly is in the process of hiring a new program assistant. Holly also notified the board of her tentative retirement date in mid-2026 and will give formal notice when the date is closer.

Committee Reports -

Fundraising (Book Barn) – Irene and Wayne will check the barn and assess work needs for cleanup. September 6th and 13th were designated as “intake days”

from 9 AM to noon; September 20th will be a sorting and organizing day, if needed, September 26th from 2-6 PM will be the Early Bird sale day with paid admission plus cost of books, September 27th from 10 AM – 4PM and 28th from 10 AM – 2 PM will be the Harvest Market sale days. Trustee and volunteer sign-ups to work at the above will take place at the August regular trustees' meeting and the remaining details will be worked out at the September regular meeting. Advertisement will be via the usual means – Front Porch Forum, the Library Newsletter, posters and flyers.

Personnel – The personnel committee will meet to start succession planning for the Library Director's position. The Strategic Plan (<https://www.drml.org/wp-content/uploads/2022/09/DRML-Strategic-Plan-2022-2025.pdf>) will be discussed at the August meeting so please review in advance. Wayne suggests use of the Strategic Plan to develop an Action Plan with actionable items that can be used in the interview process; Sven suggests that the Action Plan could also be used to help generate a job description with candidate profile. Barbara, Wayne and Holly will review the action items and goals in Holly's evaluation / performance plan to start work on this. The Department of Libraries had a useful succession planning workshop and Abbey will send a link to the webinar recording and resources.

Capital Planning – Sharon and Holly will meet with the Underhill and Jericho Select Boards to update them on expansion plans and are on their August agendas. The building sub-committee plans to meet to work out talking points for the Selectboard meetings.

Executive Session – Wayne moved that we enter into an executive session “to discuss architect interviews under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes. This is a step in considering awarding a contract.” Nancy seconded. The motion passed unanimously. Sven invited Holly and Abbey to join the Executive Session. Executive session was entered at 7:29 PM

A motion to leave executive session was made by Nancy and seconded by Irene. The motion passed unanimously. Executive session was exited at 9:07 PM

Sven made a motion to enter into a contract with Wiemann-Lamphere Architects for Phase 1 of the RFP for the Deborah Rawson Library building expansion dated 4/21/25, seconded by Nancy. The motion passed with Linda Almy, Pegs Gibson, Eric Gildermeister, Wayne Howe, Nancy Karlson, Sven Lindholm, and Barbara Yerrick voting in favor and Irene Bihun and Sharon Lockwood opposed.

Adjournment – Sharon moved to adjourn the meeting, Nancy seconded. The Motion passed unanimously. Nancy adjourned the meeting at 9:09 PM.